



SAN FRANCISCO
OFFICE OF CONTROLLER
MEMORANDUM re:
NEW PAY CHECK RELEASE DATES

December 8, 1983

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IMPORTANT NOTICE

JAN 10 1984 •

(Change in Paycheck Release Dates)

SAN FRANCISCO
PUBLIC LIBRARY

December 8, 1983

TO: ALL EMPLOYEES IN CONVERSION GROUP III DEPARTMENTS

Assessor	District Attorney
Academy of Sciences	Fine Arts Museum
Agri. Weights/Measures	Human Rights Commission
Art Commission	Law Library
Asian Arts Museum	Municipal Courts
City Attorney	Parking Authority
City Planning	Public Defender
Commission on Aging	Public Library
Coroner	War Memorial
County Clerk	

FROM: JOHN C. FARRELL, CONTROLLER

SUBJECT: NEW PAY CHECK RELEASE DATES

The project for implementing a computerized Payroll/Personnel System City-wide is on schedule. A gradual conversion of City departments will begin early in 1984 and continue throughout the year.

Your department will start the transition to the new system in March 1984.

Each of you will receive many benefits from the new system. A few of which include:

- (1) All voluntary deductions and taxes will be itemized on your paycheck.
- (2) Vacation, sick leave balances and year-to-date earnings will be shown on your pay stub.

- (3) Requests by you to change voluntary deductions and taxes will be processed within one pay period.
- (4) Your voluntary deductions (to Credit Unions, etc.,) will be transmitted on a timely basis at the end of each pay period.
- (5) Overtime worked will be processed for the pay period worked and timely payment will be made on a separate check.
- (6) You will not have to change paydays when you move from temporary to permanent status and vice versa. This will also hold true when you transfer to another department.
- (7) Your paycheck and stub will come to you sealed.

In order to provide all employees with these benefits, three major changes must be implemented which will have a direct impact on each of you for a short period of time as we make the transition to the new system. These changes are:

- (1) The elimination of all anticipated time reporting.
- (2) Changing the pay period from a Wednesday - Tuesday to a Saturday - Friday pay period.
- (3) Establishing one payday for all City employees which will be eleven calendar days (seven working days) after the end of the new pay period.

In order to implement these changes we must gradually move you to the new paycheck release day which will be on Tuesday every other week.

The first transition for all of you who are permanent employees starts the first of April. Instead of receiving your paycheck on Wednesday, April 04, 1984, you will receive it on Thursday, April 05, 1984.

Attachment #1 shows the full transition schedule for both permanent and temporary employees, except for those of you who are Public Library temporary employees. Your transition schedule is shown on Attachment #2

I am fully aware that those of you who have been paid within one to three working days after the end of a pay period will find gradual transition to the seven working days an inconvenience, and I am sorry that this inconvenience is necessary. However,



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it is my responsibility as the City's Controller to implement an effective and fair payroll process for all concerned. We have over 25,000 employees to pay every two weeks. All of our employees deserve a modern payroll system that can provide timely and accurate pay and employee information such as sick leave and vacation balances, breakdown of voluntary deductions, etc. Approximately 40% of our current employees are already paid seven to ten working days after the end of the pay period.

Your cooperation during this transition will be greatly appreciated by me and by the personnel who are responsible for assuring that we have a modern system.

If you have any questions please call the Payroll/Personnel Services Division at 621-3834.

Attachments

JCF:JI:rc

ATTACHMENT #1

<u>PAY PERIOD DATES</u>	<u>PAY PERIOD DAYS</u>	<u>CHECK RELEASE DATE</u>
03/21 - 04/03/84	Wed. - Tue.	Thursday, April 5, 1984 (Perms. only)
04/04 - 04/17/84	Wed. - Tue.	Friday, April 20, 1984 (Perms and Temps)
04/18 - 05/01/84	Wed. - Tue.	Monday, May 7, 1984 (Perms and Temps)
05/02 - 05/15/84	Wed. - Tue.	Tuesday, May 22, 1984 (Perms and Temps)
05/16 - 05/29/84	Wed. - Tue.	Wednesday, June 6, 1984 (Perms and Temps)
05/30 - 06/12/84	Wed. - Tue.	Thursday, June 21, 1984 (Perms and Temps)
06/13 - 06/26/84	Wed. - Tue.	Friday, July 6, 1984 (Perms and Temps)
06/27 - 06/29/84	Wed. - Fri. (3-day paycheck)	Friday, July 20, 1984 (Perms and Temps)

(Because there are three days, Wednesday, June 27 through Friday, June 29, 1984, remaining in the old biweekly pay period you will be issued a check for those three days on Friday, July 20, 1984. It is hoped that this three-day check will help you get through the weekend.)

06/30 - 07/13/84	Sat. - Fri. (2-week new system check)	Tuesday, July 24, 1984
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HEREAFTER, PAYDAY WILL BE EVERY OTHER TUESDAY.

ATTACHMENT #2

Public Library

(Temps Only)

<u>PAY PERIOD DATES</u>	<u>PAY PERIOD DAYS</u>	<u>CHECK RELEASE DATE</u>
06/12 - 06/26/84	Wed. - Tue.	Monday, July 9, 1984 (no change)
06/27 - 06/29/84	Wed. - Fri. (3-day paycheck)	Friday, July 20, 1984
06/30 - 07/13/84	Sat. - Fri. (2-week new system check)	Tuesday, July 24, 1984

HEREAFTER, PAYDAY WILL BE EVERY OTHER TUESDAY.

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